



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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August 22, 2017

To: Directors/Coordinators, Exceptional Children Programs

From: William J. Hussey, Director *WJH*

Carol Ann M. Hudgens, Section Chief *CAH*
Policy, Monitoring and Audit

RE: 2017-2018 Class Size/Caseload Waivers

Last year, the Exceptional Children (EC) Division reviewed and revised the process for requesting a class size/caseload waiver for EC teachers and related service providers. The goals of the revisions were to:

- Provide a problem-solving document to use when considering the unique needs of children with disabilities during master scheduling at the local level;
- Collect longitudinal data regarding the trends within waivers requested - frequency, class profiles, unique needs, and FTE allocations;
- Establish a data set for use when leveraging resources at the local level;
- Improve the response rate and technical assistance provided upon the receipt of a waiver request;
- Engage in transparent decision-making during the review process;
- Facilitate a 100% compliance rate with class size/caseload policies; and
- Acknowledge 100% compliance rates by eliminating reporting requirements documenting the LEA's compliance with class size/caseload policies.

The EC Division has made the following changes for the 17-18 school year following feedback and questions from LEAs:

- The first waiver submission for Fall 2017 has been adjusted so as to allow an additional week for submission;
- The waiver form has been updated to accurately reflect the level of services and supports;
- Changes in workload profile for related service providers; and
- Spring submissions are required only for any new waiver requests for the second semester.

Approval for Class Size/Caseload Waivers will be considered based on the highest level of services and supports (General, Targeted, Sustained, Intensive) present in the class profile, the unique needs and staffing profile. Related Services Caseload Waivers will be considered based on the workload profile and special factors.

Please send waiver requests electronically to your assigned monitoring consultant.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, Director | bill.hussey@dpi.nc.gov

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Fall Submission		Spring Submission	
LEA EC Child Count	Submit by:	LEA EC Child Count	Submit by:
1-3,500	9/22/17	ALL	2/20/2018
Above 3,500	10/20/17		

The forms are attached and can be found on the EC Division website <http://ec.ncpublicschools.gov/ec/reports-data/cipp-monitoring>. Please contact your assigned monitoring consultant or consultant for related services for additional details.

Attachments: *Directions for Completing Requests for Waivers*
Request for Class Size/Caseload Waiver Summary
Request for Class Size/Caseload Waiver
Request for Related Services Caseload Waiver
Guidance in Determining FTE & Workload for Occupational Therapy, Physical Therapy
and Speech-Language Pathology Staff

WJH/CAH/cah : mj

C David Machado, Director - Office of Charter Schools
Exceptional Children Division Regional Consultants